



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
FAMILY INDEPENDENCE AGENCY  
OFFICE OF CHILDREN AND ADULT LICENSING



MARIANNE UDOW  
DIRECTOR

## MEMORANDUM

Date: August 6, 2004

To: All Adult Foster Care and  
Home for the Aged Licensees  
From: Deborah J. Wood, Acting Director  
Adult Foster Care & Home For the Aged Licensing  
Office of Children and Adult Licensing

Subject: Incident Report Processing  
Inclusion of Homes for the Aged

The purpose of this memorandum is to convey the inclusion of Home for the Aged incident reporting procedures as required by the new Home for the Aged administrative rules effective August 1, 2004.

On April 1, 2003, a memorandum from Miriam Bullock, Director of the Division of Investigation and Disciplinary Action, gave new instructions to adult foster care licensees to begin sending Incident Reports to the facilities' local Office of Children and Adult Licensing field office. This procedure has not changed and adult foster care licensees should continue doing so, as required by administrative rules 400.14311 (1-7), 15311 (1-7).

Effective August 1, 2004, the new Home for the Aged administrative rules became effective with incident, accident and elopement requirements contained in rule 325.1924 (1-4). Rules 325.1901 (10), 325.1901 (17), and 325.1901 (21) also need to be referenced when determining compliance.

For your convenience, a list of the offices of Children and Adult Licensing (OCAL) addresses is included below. For specific questions concerning incident, accident and elopement reporting requirements and/or procedures, please contact your local OCAL office and speak with your assigned licensing staff person.

LOCATION	
<b>ANN ARBOR</b> 2121 W. Stadium Ann Arbor MI 48103  <b>General #</b> (734) 665-4740  <b>FAX:</b> (734) 665-4630	<b>Linda Lee</b> (734) 665-6415  <b>VACANT</b> , Sec. (734) 665-6416
<b>BLOOMFIELD HILLS</b> 41000 N. Woodward, Suite 358 Bloomfield Hills MI 48304-2210  <b>General #</b> (248) 975-5051  <b>FAX:</b> (248) 975-5093	<b>Barbara Smalley</b> (248) 975-5080  <b>Linda Lee</b> (248) 975-5060 (*CWL Staff Only)  Ruby <b>Comis</b> , Sec. (248) 975-5053 Annette <b>Jones</b> , Sec. (248) 975-5051
<b>CLINTON TOWNSHIP</b> 16000 Hall Road, Suite 301 Clinton Twp. MI 48038-1036  <b>General #</b> (586) 412-6800  <b>FAX:</b> (586) 412-6853	<b>Candyce Crompton</b> (586) 412-6846  Sharon <b>Kane</b> , Sec. (586) 412-6802 (586) 412-6803
<b>DETROIT</b> Cadillac Place 3026 W. Grand Blvd., Suite 11-350 Detroit MI 48202  <b>General Number</b> (313) 456-0380 <b>FAX:</b> (313) 456-0413	<b>Christopher Hibbler</b> (313) 456-0428  Celeste <b>Waseleski</b> , Sec. (313) 456-0360
<b>FLINT</b> 2320 West Pierson Road Flint MI 48504  <b>General Number</b> (810) 760-2598	<b>Andrew McKellar</b> (810) 760-2455  Lynda <b>Charlebois</b> , Sec. (810) 760-2598

FAX: (810) 760-2201	
<b>GRAND RAPIDS</b> 350 Ottawa NW – Unit #13 Grand Rapids MI 49503-2337  <b>General #</b> (616) 356-0100  <b>FAX:</b> (616) 356-0101	<b>Yolanda Sims</b> (616) 356-0120  <b>Deborah Clark</b> (906) 228-2852 Marquette (906) 789-7371 Escanaba (*CWL Staff Only)  Lori <b>Dickerson</b> , Sec. (616) 356-0102
<b>JACKSON</b> 301 East Louis Glick Highway Jackson MI 49201  <b>General #</b> (517) 780-7159  <b>FAX:</b> (517) 780-7573	<b>Betsy Montgomery</b> (517) 780-7656  Cindy <b>Stosick</b> , Sec. (517) 780-7163
<b>KALAMAZOO</b> 322 East Stockbridge Avenue Kalamazoo MI 49001  <b>General #</b> (269) 337-5066  <b>FAX:</b> (269) 337-5129	<b>Greg Corrigan</b> (269) 337-5289  Nell <b>Fryer-Wilson</b> , Sec. (269) 337-4966 Yvonne <b>Reeves</b> , Sec. (269) 337-5237
<b>MARQUETTE</b> <b>US MAIL</b> 1504 W. Washington Suite B Marquette MI 49855 <b>FAX:</b> (906) 226-2206  <b>ESCANABA</b> <b>US MAIL</b> State Office Building 305 Ludington St. Escanaba, MI 49829 <b>FAX:</b> (906) 786-3066	<b>Deborah Clark</b> (906) 228-2852 Marquette (906) 789-7371 Escanaba  Debbie S. <b>Brown</b> , Sec. (906) 226-4171 Marquette (906) 789-4604 Escanaba
<b>MIDLAND</b> Midland County FIA 1509 Washington Avenue, Suite A PO Box 1609 Midland MI 48641  <b>General #</b> (989) 839-1144  <b>FAX:</b> (989) 839-1209	<b>Jack Failla</b> (989) 839-1213  Kathy <b>Stroup</b> , Sec. (989) 839-1144

<b>SAGINAW</b> 411 E. Genesee P.O. Box 5070 Saginaw MI 48605 <b>FAX:</b> (989) 758-1753	<b>Jackie Horton</b> (989) 758-1755  Lorna <b>Burke</b> , Sec. (989) 758-1987
  <b>TRAVERSE CITY</b> 701 S. Elmwood, Suite 11 Traverse City MI 49684  <b>FAX:</b> (231) 922-5388	<b>Christina Gut</b> (231) 922-5301  <b>Deborah Clark</b> (906) 228-2852 Marquette (906) 789-7371 Escanaba (*CWL Staff Only)  Dawn M. <b>Jagelewski</b> , Sec. (231) 922-5391 Barbara <b>Payne</b> , Sec. (231) 922-5309
  <b>CENTRAL OFFICE/LANSING</b> 7109 W. Saginaw 2 <sup>nd</sup> Floor Lansing MI 48909  <b>General #</b> (517) 335-6124  <b>FAX:</b> (517) 335-6121	<b>Betsy Montgomery</b> (517) 241-1685    <b>Janice Tribble</b> (517) 335-6068  <b>Kathleen Nixon</b> (517) 373-0697  Hazel <b>Outlaw</b> , Sec. (517) 241-2758